

THE INFORMATION LITERACY LIFE CYCLE

Stages, Resources, Tools, Contexts & Outcomes

(Schematic illustration; cell entries should be tailored to each unique information problem and set of circumstances)

Information Literacy Life Cycle Stage A	Helping Human Resources B	Tools, Methods, Approaches, Techniques C	Domain(s) & Contexts Where Need/ Problem Arises D	Desired Positive (Functional) Outcome(s) E	Possible Negative (Dysfunctional) Outcome(s) F
1. Realize that a need or problem exists that requires info. for its satisfactory resolution	Colleague Friend/Family Social Worker Teacher Expert Mentor/Coach	Library Internet PC Media Brainstorming Gaming	Home School Office Laboratory Factory Community	Personal Growth Think Outside Box Self-Actualization Empowerment Learn to learn Compete & Profit	Ignorance Vulnerability Helplessness Disadvantage Foolish No Reform
2. Know how to accurately identify & define the info. needed to meet need or solve problem	Teacher Subject Matter ..Expert Mentor/Coach Ombudsperson Peer Counseling	Associations/ ..Societies Library School Media Ctr. Community Ctr. Pub. Int. Groups	Deadline-driven Frustrated by too ..many "hits" Prelim. results too ..general to use Info. overload	Higher Academic ..Achievement Improved Comm. ..Skills Advance up ..Career Ladder	Wasted Time, ..Effort and \$\$ Too Broad or Too ..Narrow Search False/Misleading ..Trails
3. Know how to determine if the needed info exists or not, and if it does not, go to Stage 5	Librarian Subject Matter ..Expert Other Info. ..Professional Teacher/Mentor	Online/Print ..Catalogs Indexes Search Engines Government ..Sources	Friend/colleague ..says "nobody ..knows" Online search Print tool search	Streamlined, ..Simplified and ..Speeded Up Info ..Seeking Process More Productive Less Costly	Reinvent a Wheel ..Already Invented Overlap, ..Duplication Wasteful Non-productive
4. Know how to find needed info. if known to exist, and then go to Stage 6	Librarian Subject Matter ..Expert Other Info. ..Professional Teacher/Mentor	Online/Print ..Catalogs Indexes Search Engines Government ..Sources	Searching for ..Product/Service News/Weather/... ..Stock Market Food/Shelter/ ..Medical Care	Streamlined, ..Simplified and ..Speeded Up Info ..Retrieval Process More Productive Less Costly	Spend too Much ..Search/Research ..Time.and Not ..Enough.Time ..Doing and ..Acting
5. Know how to create, or cause to be created, unavailable info. (i.e. create new knowledge)	Knowledge ..Engineer Webmaster Editor/Publisher Mgt. Analyst System Analyst	Do-It-Yourself Contract Out Use Informal Peer ..Group Ask friends Read Book/ article	Authoring Editing Researching Investigating Surveying Composing	Move Long ..Festering ..Problems from ..Back to Front ..Burner	Stymied Problem- ..solving and ..Decision-making Decision-making ..Under ..Uncertainty
6. Know how to fully understand found info., or know where to go for help if needed to understand	Colleague Mentor/Coach Supervisor Guidance ..Counselor Expert	Public Interest ..Groups Public Assistance Minority ..Assistance Community Ctr.	Completed search Read document Analyzed statistics Evaluated facts ..and.opinions	Efficient Problem- ..Solving and ..Decision-Making Seized Upon ..Opportunities	Missed ..Opportunities Taking Wrong or ..Misguided ..Actions Compound Prob.
7. Know how to organize, analyze, interpret, and evaluate info., including source reliability	Data Analyst Statistician Mgt..Analyst Rating Service Audio-Visual Spec Auditor	Info Mgt. Guides Do-It-Yourself ..Aids Take Course Hire Consultant Ask Expert	School Homework Prepare Report Assess Findings Eval. Conclusions Eval. Opinions Eval. Research	Enhance ..Productivity Improve ..Efficiency & ..Effectiveness	Risk Being ..Uninformed, ..Misinformed, ..Disinformed, Unable to ..Authenticate Info
8. Know how to communicate and present info. to others in approp./ usable formats/mediums	Journalist Writer Marketing/ Adver. Illustrator Info. Broker Linguist	Communication ..Manuals Take Course Hire Consultant Public speaking Test w/ colleague	Prepare Report Make Speech Prepare Presento. Prepare AV Use e-mail Use Word Process.	Able to Influence ..Others Win Friends Negotiate/broker ..Successfully Show, Not Tell	Considered ..Ineffective, ..Theoretical, & ..too Academic Poor Leadership ..and Management
9. Know how to utilize info. to solve problem, make decision, or meet need	Leaders Managers Supervisors Experts Consultants Mentors/Coaches	Experiment Pilot Test Sample Simulate/Model Roleplay Best Practices	To Familiarize To Investigate To Study in depth To Prepare Report To Brief Others To Teach Teachers	For Profit Apply Life/Learn Enlarge Choices Wise Decisions Critical Thinking Career Advance	Info. Resources .."Nice-to-Know" .. & "Nice-to-Have" ..but Dormant for ..all Practical ..Purposes
10. Know how to preserve, store, reuse, record and archive info. for future use	Preservation ..Specialist Archivist Records Specialist Curator Historian	Standards Schedules Expert Advice Electronic vs. ..Manual Virtual vs Physical	Space Utilization Filing Systems Recordkeeping Audits Inspections Mgt. Analysis	Heritage Preserv. Documentation Audit Trail Personal Files Fiduciary and ..Custodial Resp.	Keep Reinventing ..The Wheel Risk Format &/or ..Medium ..Obsolescence or ..Destruction
11. Know how to dispose of info. no longer needed, and safeguard info. that should be protected	Archivist Records Specialist Privacy, Security, Intell. Prop. Spec. Ethicist Historian	Wastepaper ..Basket Filing System Paper Shredder Delete Key	Information ..Overload Obsolescence Disuse Records Retire. ..Scheduling	Information Res. .. Kept Current Speeds Up Info. ..Search/Retrieve. Separates Active/ ..Inactive	Inadvertently Lose..Needed Info Risk Violating ..Confidentiality, ..Privacy, Security .. Ethics Policies